

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET					
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
RECOMMENDED											
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE	
8. WORKING TITLE   Area   Human Resources Assistant						9. INCUMBENT <i>(Optional)</i>					
OFFICIAL											
10. TITLE Human Resources Assistant (Office Automation)											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER			
GS	203		07	MONTH/DAY/YEAR		YES      NO		MS			
				04/22/02							
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>											
1st						5th					
2nd						6th					
3rd						7th					
4th						8th					
SUPERVISOR'S CERTIFICATION											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title					
FACTOR EVALUATION SYSTEM											
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required		1-5		750		6. Personal Contacts		Level 2			
2. Supervisory Controls		2-3		275		7. Purpose of Contacts		B		75	
3. Guidelines		3-2		125		8. Physical Demands		8-1		5	
4. Complexity		4-3		150		9. Work Environment		9-1		5	
5. Scope and Effect		5-2		75		27. TOTAL POINTS				27. 1460	
Pos. Class. Std. For Assistance Work in the Human Resources Mgmt. Group, GS-0200 series dtd. 12/2000								28. GRADE		28. 07	
CLASSIFICATION CERTIFICATION											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature   /S/ MARILYN STETKA								30. Date      4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)											
32. Remarks   FSLA: N						Standard Job#203-07			33. OPM Certification Number		

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC.SER (4) 203	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DAY YEAR 04 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR
15. AGCY. USE (10)						
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 2=CD 220 3=SF 278 4=AD 392 5=SF 849		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 07PO	
6. WK. TITLE CD. (4)		7. WK TITLE (38)							
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th		9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)	
15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02		18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		19. DT. REQ. REC. (6) MO DAY YEAR	
20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other		22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos. 9=Other		23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR	
25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE					31. DATE				
32. REMARKS Standard Job #203-07									

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

*Staffing, Classification, and Position Management*

- Reviews position descriptions for accuracy and consults with supervisors/employees to correct discrepancies.
- Maintains the approved position management plan throughout the year and informs management when the plan must be updated in the wake of personnel actions.
- Ensures that all Area scientists are notified of requirements levied in conjunction with the Research Panel Evaluation System (RPES); reviews RPES submissions for completeness and forwards the materials to the Human Resources Division (HRD); distributes documentation after the panel has completed work.
- Provides advice to Area supervisors on the appropriateness of proposed personnel actions and suggests alternatives; assists supervisors in preparing necessary supporting documents (e.g., written statements to justify hiring decisions). Reviews requests for personnel action received from field units and forwards to HRD.
- Performs all administrative tasks associated with both the recruitment of certain temporary wage grade, clerical, and technical positions and with the local summer employment program; determines qualifications and conducts preliminary interviews.
- Ensures that all job vacancies within the Area are adequately publicized; provides information to prospective applicants.
- Provides basic orientation information to new employees concerning responsibilities, civil rights, labor-management relations, etc.
- Answers questions related to all types of personnel actions, including pay-related matters.

*Employment Development*

- Assists supervisors in identifying training needs and in determining the best way to meet those needs; screens training materials and publicizes course offerings; monitors and coordinates conduct of training and evaluates its effectiveness.

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- Provides guidance to local and field unit staffs on preparation of training requests and related documents; determines the appropriateness of those requests.

*Employee Relations*

- Assists employees and supervisors in resolving some of the less serious employee relations problems (e.g., tardiness, leave abuse); issues that cannot be solved locally are forwarded to HRD.
- Administers the incentive awards and employee suggestion programs within the Area; advises supervisors on the preparation of necessary documentation; reviews their submissions and forwards to HRD.
- Counsels employees on retirement issues.

*Supervision*

The incumbent provides full technical and administrative supervision for one Personnel Clerk, GS-203-05.

**B. Evaluation Factors**

**1. Knowledge Required by the Position** (FLD 1-5: 750 points)

- Knowledge of staffing operations and principles (e.g., recruitment sources; alternative staffing regulations; locally established staffing priorities and practices) to initiate and coordinate the filling of a variety of recurring vacancies.
- Knowledge of basic examining procedures to screen applications for various positions based on minimum qualifications.
- Knowledge of employee development principles and potential subject matter resources to assist management in fulfilling training needs.
- Ability to interpret applicable laws, regulations, precedents, and agency directives concerning the specific personnel programs or subject areas (e.g., staffing, classification, incentive awards, employee relations, time and attendance, etc.).
- Knowledge of commonly used personnel forms, record keeping procedures, and filing practices.

- Ability to speak and write effectively.
- Knowledge of automated systems and data bases relevant to the assignment area and the ability to manipulate those systems (i.e., the ability to input/extract information); a qualified typist is required.

**2. Supervisory Controls**

(FLD 2-3: 275 points)

The supervisor defines the overall objectives and priorities of the work, mediates controversies, and provides guidance in dealing with situations for which there are no clear precedents. The incumbent plans and completes day-to-day tasks with considerable independence, adapting procedures to meet established objectives and priorities. Work is reviewed for overall appropriateness, technical soundness, and conformity with policies and regulations.

**3. Guidelines**

(FLD 3-2, 125 points)

Guides include desk manuals, work samples (e.g., previous vacancy announcements), case precedents, classification and qualification standards, agency directives, data processing manuals, and established office procedures. The incumbent must exercise judgment in selecting the proper guidelines to follow and then applying them to individual cases. When guidelines are nonexistent or contradictory, the incumbent will consult with the supervisor or a Personnel Specialist.

**4. Complexity**

(FLD 4-3, 150 points)

The assignment involves a variety of clerical and administrative tasks in support of various personnel programs and processes. In accomplishing the work, the incumbent must be aware of applicable laws and regulations and make sure that all actions taken are in compliance with established guidelines. He or she must exercise judgment in identifying the scope of a specific problem or issue and determining what needs to be done. The appropriate method or course of action is not always apparent, but must frequently be selected from various possibilities. Flexibility is needed to shift from one task to another in response to shifting priorities.

**5. Scope and Effect**

(FLD 5-2: 75 points)

The purpose of the work is to provide a wide variety of personnel services for employees within the Area and to serve as liaison with HRD. The accuracy and timeliness of the work performed have a direct impact not only on the professional welfare and career objectives of the employees serviced, but may also affect the efficiency of further processes or services provided by HRD.

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**6. Personal Contacts and Purpose of Contacts** Level 2B 75 pts.

Contacts are maintained with all levels of employees, supervisors, union representatives, and administrative staffs within the Area and at ARS Headquarters. Some contacts may also be established with employees in other Federal agencies or in State or local government offices, with employees affiliated with schools or universities, or with the general public.

Contacts are established primarily to provide advice and assistance on personnel matters, exchange information, resolve problems, and solicit cooperation. On occasion, considerable tact and patience may be required in approaching or responding to irate or uninformed individuals.

**8. Physical Demands** (FLD 8-1: 5 points)

The work is primarily sedentary. Some walking, standing, bending, and carrying of light items may be required.

**9. Work Environment** (FLD 9-1: 5 points)

The work is performed in an office setting.

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_